



JOB POSTING

Interested candidates should send their resume via regular mail, fax, or email to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

OPERATIONS COORDINATOR **Division of Economic and Financial Operations**

General Duties: Provide seamless service to various employees of the Indiana State Attorney General through prompt support and independent problem resolution. Responsible for a wide array of operational duties, including contracts, facilities, and records management, as well as assisting staff with day-to-day needs. Reports directly to the Chief Financial Officer, and assists with improving the operational efficiency of the entire office.

Essential Duties:

1. **Contract and Grant Management:** Serve as the central point of contact for contract and grant management. Monitor the approval process for all contracts and MOUs, and ensure that they are executed in a timely fashion. Assist sections with renewal reminders, contract request requirements, RFP fulfillment, and grant application and reporting.
2. **Facilities Management:** Serve as the point person for all facilities issues and as a liaison with the Department of Administration for capital projects, repair, and upkeep. Coordinate all building leases and renewals, and work with human resources on space planning projects.
3. **Records Retention, Transmittal and Disposition:** Serve as the official Custodian of Record for the OAG to ensure efficient management of electronic and paper files. Oversee the storage room and its access, and work with sections for timely transport and disposal of paper files.
4. **Process Analysis:** Work with the Chief Financial Officer to continually improve workflows, standardize operating procedures, and establish key performance metrics and efficiencies throughout the office. Help coordinate operational initiatives as they arise.
5. **Imaging Services Management:** Coordinate the relationship with our imaging service vendors by tracking costs, monitoring performance, and serving as our internal contact for daily issues.
6. **Internal and External Reporting:** Assist CFO with financial and operational reports and ensure integrity for data communicated internally or with external agencies.
7. Perform other duties as assigned.

Requirements:

Bachelor's Degree or at least 3 years of applicable experience.

Proficiency in Microsoft Excel required.

Strong communication skills (written and verbal) required.

Experience with accessing information from databases preferred.